

Joanne M.W. Liu

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PROFESSIONAL SUMMARY

With over twenty years of executive, administrative, and teaching experience, her detailed coordination and effective communication ensure the ongoing strategic planning, operations, program development, and community relations of an organization. She is driven to combine her skills in operations management and her passion for inspiring and empowering students to show up authentically and achieve their goals.

PROFESSIONAL EXPERIENCE

Asian Girls Ignite – Denver, CO

Aug 2020 – Present

Co-Founder & Chief Executive Officer

- Co-develop and direct organizational strategy.
- Co-facilitate the design, coordination, and evaluation of programs and events.
- Develop and manage annual and monthly budgets.
- Lead grant writing and fundraising and raised approximately \$500K in under 2.5 years.

University of Colorado Boulder – Boulder, CO

Nov 2020 – April 2022

McNair Scholars Program Coordinator

- Design and coordinate program services and events, such as Ph.D. Pathways Panel, Personal Branding, Managing Stress & Anxiety, and national trips to graduate school opportunities.
- Implement a communication plan for scholar recruitment.
- Meet objectives and compliances based on federal and institutional guidelines.

Turing School of Software & Design – Denver, CO

Aug 2015 – Nov 2020

Partnership Coordinator, June 2020 – November 2020

- Managed touch points of a multi-tiered system of partnership evolution and communication as the main point of contact for Fellowship partner companies.
- Contributed and updated internal Customer Relations Management system of partner activities.
- Assessed all partner engagement efforts and determined value to impact.

Director of Community Engagement, April 2019 – November 2019

- Managed a team of four staff members responsible for student health and wellness, facilities, events, student engagement, and school preparation.
- Analyzed successes and challenges of the community with student leadership to create actionable changes to improve student life.
- Coordinated with leaders and departments to evaluate and organize actions towards student success, preparation, and retention.

Director of Operations, August 2017 – April 2019

- Managed a team of four staff members responsible for admissions and enrollment, facilities, human resources, events, legal, finances, and student engagement activities.
- Co-managed accounts payable and receivables, payroll, and bank reconciliation.

Operations Manager, August 2015 – August 2017

- Supervised maintenance of school facilities.
- Supported students in enrollment, payments, and tuition financing planning.

STRIVE Prep Westwood – Denver, CO

Jul 2010 – Aug 2015

Assistant Principal of Operations

- Managed technology, special events, food, custodial, health, and transportation services.
- Oversaw school-based purchasing and sought cost savings.
- Provided instructional feedback to teachers to support them towards professional growth.

MATCH Charter Public High School – Boston, MA

Aug 2006 – Jun 2010

Special Education Teacher/Coordinator

- Provided specialized reading and writing instruction to students with mild to moderate disabilities.
- Trained teachers and staff about special education, disabilities, and accommodations.

Asian Student Center – Boston, MA

Jun 2005 – Aug 2006

Program Coordinator

- Organized and managed a summer enrichment program for students from kindergarten to high school including programming, attendance, and field trips.
- Trained and supervised volunteers and camp leaders.

Garnet-Patterson Middle School – Washington, D.C.

Aug 2003 – Jun 2005

Special Education (SPED) Teacher

- Provided specialized reading, writing, and math instruction to students with mild to moderate disabilities.
- Received SPED teacher training from Teach For America and George Washington University.

EDUCATION, FELLOWSHIPS, & AWARDS

Moonshot edVentures Program Launcher Residency - Denver, CO

July 2022 – Present

2022 Asian American Hero of Colorado

May 2022

New Profit - Equitable Education Recovery Initiative Fellowship

April 2022 – Present

University of Colorado Boulder – Boulder, CO

Aug 2021 – May 2023

Master of Science, Organizational Leadership (Strategic Leadership)

Moonshot edVentures Fellowship – Denver, CO

Aug 2020 – Aug 2021

Completed all three stages: Explore, Cultivate, and Prepare For Launch

University of California Berkeley Extension – Berkeley, CA

Aug 2020 – May 2021

Certificate in Student Affairs & Higher Education Administration

Brandeis University – Waltham, MA

Sep 1999 – May 2003

Bachelor of Arts, English & American Literature

Secondary Education Program

SERVICE

Mile High Asian Food Week, *Founder*

Dec 2022 – Present

Colorado Asian Pacific United, *Board of Directors*

Jan 2021 – Present

Association for Asian American Studies, *Conference Planning Committee*

July 2021 – April 2022

Denver Asian American Pacific Islander Commission, *Commissioner*

Apr 2019 – April 2022